



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

December 5, 2008

Dear Superintendent:

A.R.S. §15-756.04 A, established the Structured English Immersion (SEI) fund to provide a mechanism for funding the incremental costs necessary to implement the SEI Models of Structured English Immersion as adopted by the Arizona English Language Learners (ELL) Task Force. The budget request forms were adopted by the Task Force on November 8, 2007.

In July 2008, the Office of English Language Acquisition Services (OELAS) in the Arizona Department of Education (ADE), with the advice of the State of Arizona, Office of the Auditor General, requested the October 2007 “non-ELL average class size information” and governing board class size policies from district and charter Local Education Agencies (LEAs). These numbers were confirmed by the LEAs between September and October 2008. Any reference to “non-ELL average class size information” within this application utilizes these specifically calculated numbers.

“All schools, school districts, and charter holders must retain for auditing purposes any and all documents that substantiate the calculated amounts, including a clear indication of how the amounts were calculated so amounts can be recalculated; and documentation to support the reported class size policy.” –Arizona Department of the Auditor General, July 2008

In collaboration with the Office of the Auditor General, ADE developed a formula intended to assist schools and districts to determine the number of incremental teachers required to implement the SEI Models. The business rules for these spreadsheets are as follows.

- District and Charter reported 100th -Day Average Daily Membership (ADM) count for the 2007-2008 school year.

- District and Charter reported ELL count from the SdELL72 report as of June 30, 2008.
- District and Charter reported “non-ELL average class size information.”
- **Schools** with twenty (20) or fewer ELL students within a three (3) grade span (including Kindergarten), may provide instruction through the development of Individual Language Learner Plans (ILLPs). The computation does not provide for incremental teacher costs for those ILLP grade spans.
- The “English Language Development (ELD) Stair-Step,” which uses the Arizona ELL Task Force maximum SEI class sizes, was used to calculate incremental teachers.
- ELL students identified as participants in a 2007-2008 bilingual or dual-language program were not included in the Total ELL Student Population count.

Based on the information you provided, ADE applied due diligence in the calculation of SEI incremental teacher costs. The school-by-school SEI incremental teacher spreadsheets for your LEA are included. Please review the spreadsheets as these numbers will be used on the SEI Fund application for incremental teacher salaries and benefits.

If you have questions or wish to challenge the data on these spreadsheets, respond directly to this e-mail no later than Wednesday, December 17, 2008. If no e-mail response is received by December 17, 2008, ADE will assume you concur with these figures.

The submission application for these 2009-2010 school year funds will open on Monday, January 5, 2009. The submission application will close on Friday, January 16, 2009.

SEI Fund training and application workshops will be made available through a webinar session on Friday, December 12, 2008, as well as four (4) regional trainings in Phoenix, Flagstaff, Tucson, and Yuma in January 2009. Registration is available online at the home page of the Office of English Language Acquisition Services at <http://www.ade.az.gov/oelas/>. Additionally, OELAS staff will be available at the OELAS conference, December 8-11, 2008, for any needed assistance with the 2009-2010 SEI Fund budget.

The following documents related to the SEI School Level Incremental Teacher Spreadsheets are posted on the Arizona Department of Education (ADE) OELAS website at <http://www.ade.az.gov/oelas/>.

2009-2010 SEI Budget Request Information

- ELD Stair-Step
- SEI Elementary School Level Incremental Teacher Spreadsheet Template
- SEI Elementary School Level Incremental Teacher Spreadsheet Explanation
- SEI Middle and High School Level Incremental Teacher Spreadsheet Template
- SEI Middle and High School Level Incremental Teacher Spreadsheet Explanation
- SEI Middle and High School Level Incremental Teacher Calculation by Student Sections
- 2009-2010 SEI Budget Request PowerPoint Presentation

When the budget request application becomes active on January 5, 2009, applicants can access the application at <https://www.ade.az.gov/CommonLogon/logon.aspx>. After logging in, select the link "SEI Budget Request Application 2.0." If the link does not appear, or if you do not have Common Logon access, or if you have any questions regarding the Common Logon, applicants should contact the ADE Support Center. Applicants in the Phoenix area may phone (602) 542-7378. Applicants outside the Phoenix area, may phone (866) 577-9636. Questions may be e-mailed to enterprise@ade.az.gov.

Please contact the Office of English Language Acquisition Services for further assistance.

SEI Fund Budget Webinar

Meeting Title: SEI Incremental Budget Application Training

Date & Time: 12/12/2008 at 08:00 AM Arizona - Mountain Time

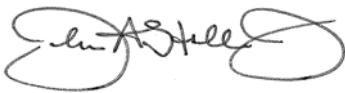
Duration: 3 hour(s)

Seats Available: 170

Leader: Gustavo Perez

To register please email Gustavo Perez at gustavo.perez@azed.gov and he will provide further information on the process involved with joining the webinar.

Sincerely,



John A. Stollar, Jr.
Associate Superintendent for Accountability
Arizona Department of Education